South Carolina Department of Revenue
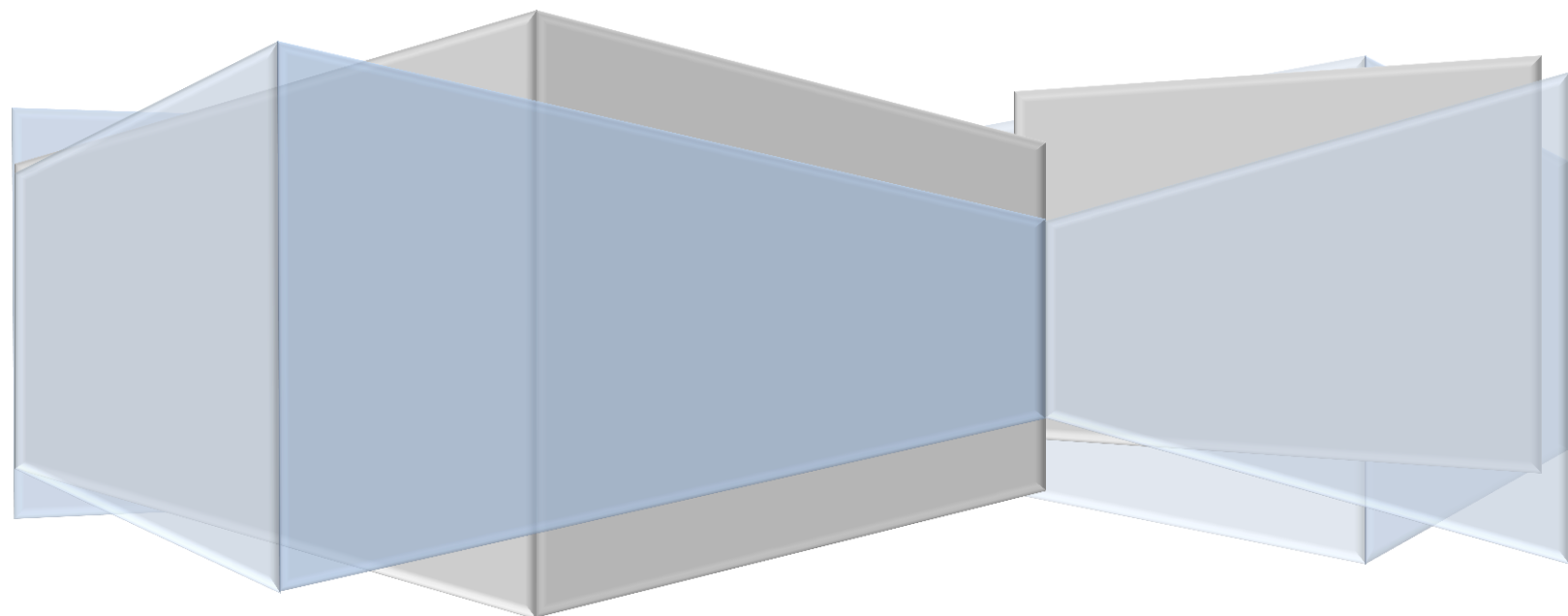
Motor Fuel Web-Based Reporting System

Manufacturer

TABLE OF CONTENTS

INTRODUCTION

Effective July 11, 2012, the South Carolina Department of Revenue has implemented a web-based system to provide the option to submit Manufacturer Returns and remit fees electronically at no charge.

Please note that filing via the web requires electronic payment of the user fees required to be remitted. Options will be available for payment by ACH credit and ACH debit only. No paper checks can be accepted for payment of liabilities reported on web filed vouchers.   The payment method is required to be selected at the time of registration.

Reminder:
Effective July 1, 2012, specific product codes for gasohol and biodiesel will be required. They are as follows:
   Gasohol- E01-E99 replaces "roll-up" product code 124 to reflect the percentage of fuel grade ethanol blended with gasoline. Pure, unblended fuel grade ethanol should be reported as E00, replacing product code 123.

   Biodiesel- B01-B99 replaces "roll-up" product codes 284 and 170 to reflect the percentage of biodiesel blended with undyed diesel fuel. Pure, unblended biodiesel should be reported as B00.

   Biodiesel- D01-D99 replaces "roll-up" product codes 284 and 171 to reflect the percentage of biodiesel blended with dyed diesel fuel. Pure unblended, dyed biodiesel should be reported as D00.

Registration

To register for web filing, complete the D-155 Registration application located on our web site at www.sctax.org, select Motor Fuel/E-Services. If assistance is required with the registration process, please contact:

Electronic Services

Help Desk (Columbia area)	**803-896-1715**	Help Desk (Toll Free)	**1-800-476-0311**
E-mail Address	**edi@sctax.org**	FAX	**803-896-1779**
Mailing Address	**South Carolina Department of Revenue**		
	EFT/EDI Help Desk		
	Columbia SC 29214-0016		

Filing Returns

If assistance is required for filing motor fuel returns via the web-based system, please contact:

Motor Fuel Section

Filing Assistance	**803-896-1990**
E-mail Address	**motfuellic@sctax.org**

To Sign In, you will need user Id and password from DOR Electronic Services.

Now you will need to change password.
Enter current password (password that was given)
Enter New password (create)
Confirm New Password
Click change password

Now change profile.
Enter current password (the new password that you choose)
Security Question: select from list
Enter Security Answer
Click update profile

Business Entities and the Master Company Data Base

Many business entities are already set up in the Department of Revenue's motor fuel data base. All licensed motor fuel accounts that are not sole proprietors will appear in the drop down boxes needed to schedule transactions.

Only business entities for Master Company ID 0 may be viewed by all users. When a filer adds a business entity it is not entered into the Master Company. Only the filer and the Department of Revenue may view business entities entered by a filer.

Before creating a filer business entity, review the Motor Fuel Data Base using the following steps:

1. From the Zytax Home Page choose the Maintenance Tab
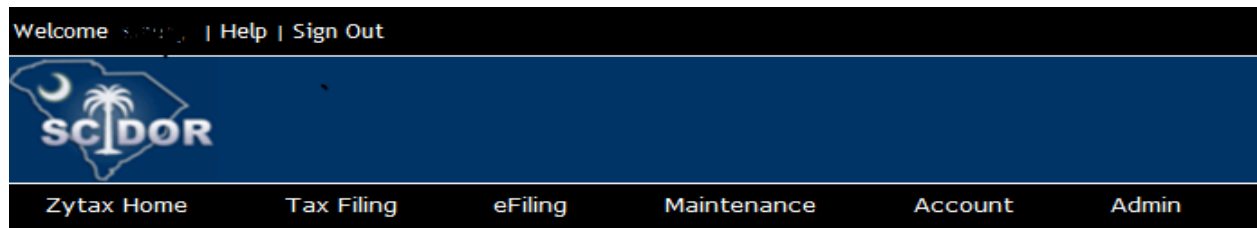
2. From the drop down menu choose Business Entities

<table>
<tr><th colspan="8">Business Entities</th></tr>
<tr><td colspan="8">📄 Add New Record</td></tr>
<tr><th>Master Company ID ▾</th><th>Legal Name</th><th>Id Type</th><th>Id Code</th><th>Custom Id</th><th>Effective Date</th><th>Obsolete Date</th><th>City</th></tr>
<tr><td>172</td><td>Best Oil Company</td><td>FEIN</td><td>999000999</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Carrier A</td><td>FEIN</td><td>789789789</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Carrier B</td><td>FEIN</td><td>888080888</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Carrier C</td><td>FEIN</td><td>111080111</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Fuel Dealer</td><td>FEIN</td><td>222000222</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Fuel Transporter</td><td>FEIN</td><td>234565432</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Independant Petroleum Company</td><td>FEIN</td><td>999111999</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Petroleum Dealer</td><td>FEIN</td><td>111000999</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Quality Petroleum Company</td><td>FEIN</td><td>444777999</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
<tr><td>172</td><td>Tank Lines</td><td>FEIN</td><td>444222444</td><td></td><td>01/01/2009</td><td></td><td></td></tr>
</table>

3. Review the entity names to determine if the filer entities exist in the Master Company. Use the Filter Option located at the far right to create a filter to speed the verification.

4. Click on any company row and choose the Business Accounts Tab to see what business types have been assigned in the Master Company.

Only enter a business entity if it does not already exist for the required business type (buyer, seller, etc.) in the Master Company.
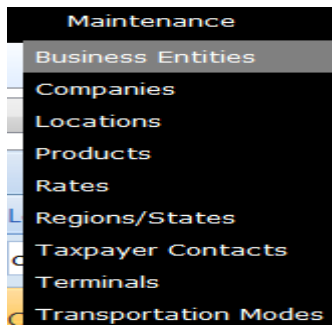
Please contact the Motor Fuel Section at 803-896-1990 for assistance or questions concerning business entities.

Business Entities – Add New Record

Business Entity information will only be entered once. Business entities are companies or individuals that the filer does business with whose information is required for completing the schedule information for a return. Examples are Consignor, Seller,
Click on the Maintenance tab
Select Business Entities from drop down box

Maintenance
Business Entities
Companies
Locations
Products
Rates
Regions/States
Taxpayer Contacts
Terminals
Transportation Modes

Click Add New Record

Business Entities							
Add New Record							
Master Company ID ▾	Legal Name	Id Type	Id Code	Custom Id	Effective Date	Obsolete Date	City
172	Best Oil Company	FEIN	999000999		01/01/2009		
172	Carrier A	FEIN	789789789		01/01/2009		
172	Carrier B	FEIN	888080888		01/01/2009		
172	Carrier C	FEIN	111080111		01/01/2009		
172	Fuel Dealer	FEIN	222000222		01/01/2009		
172	Fuel Transporter	FEIN	234565432		01/01/2009		
172	Independant Petroleum Company	FEIN	999111999		01/01/2009		
172	Petroleum Dealer	FEIN	111000999		01/01/2009		
172	Quality Petroleum Company	FEIN	444777999		01/01/2009		
172	Tank Lines	FEIN	444222444		01/01/2009		

Then 'Add New Record' icon is used to create a new business entity.
In following fields enter: **Company Legal Name, Trade name, Effective Date, ID type (click dropdown box to select type) and Id Code   (FEIN or Social Security Number)**
Then click Insert

Determine if the entity will be entered as one or more of the following:

Consignor – Company/individual that hired filer as the carrier/transporter.

(If the filer transporters their own product, enter the filer company as a consignor.)

Seller – Terminal supplier that shows as the supplier on the terminal issued bill of lading.

Buyer – Company/Individual to whom the product was delivered.

Next click Business Accounts tab
Click Add New Record

For Business Type click on drop down button

From the drop down menu select the business type that describes the business entity. When your company has more than one relationship with that business entity you will need to click on **Add New Record** to assign the business type based on each relationship with the entity.

Click on checkmark to insert

Below is an example of a business entity assigned with all business types.

Creating Return/Tax Session

From the Tax Filing tab
Select Tax Sessions from dropdown list

Zytax Home	Tax Filing	eFiling	Maintenance	Account

Tax Sessions
Schedule Transactions
Transaction Validation
View Tax Return

Click Add New Record

Tax Sessions								
Add New Record All Tax Sessions ▾								Group By	ⓨ Filter	ⓩ Refre
Company Name	Taxpayer Type	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
No records to display.								
Add New Record							Group By	ⓨ Filter	ⓩ Refre
⏮ ◀ 1 ▶ ⏭			Page: 1 of 1 Go Page Size: 20 Change					items 0 to 0 of
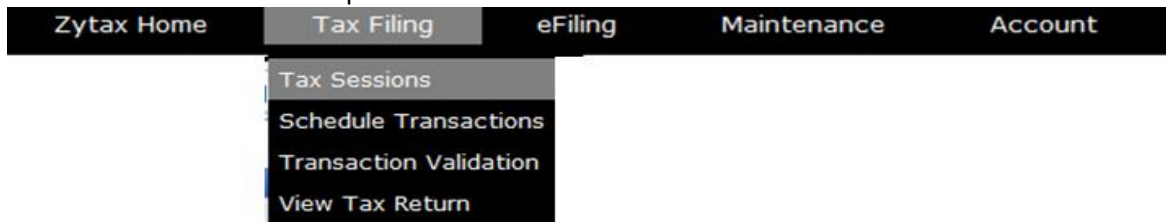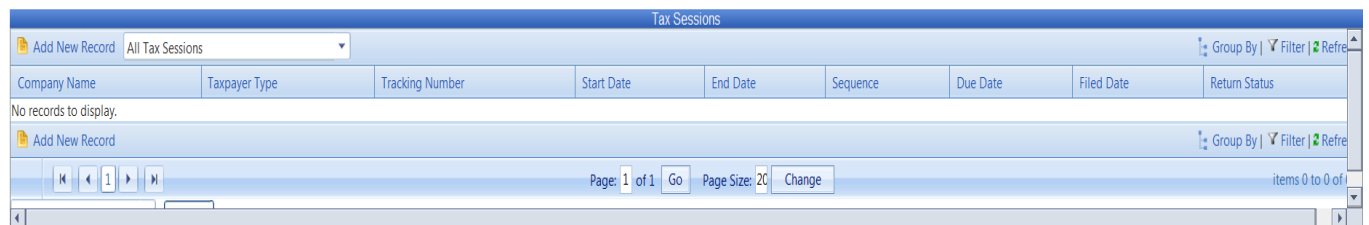
Select Manufacturer from the Taxpayer Type dropdown list.
Enter the begin period covered date for the return.
Click outside the entry field and the End Period Date will be populated.
Click the create session button.

Zytax - Create Session

Country	United States ▾
Jurisdiction	South Carolina ▾
Taxpayer Type	Manufacturer ▾
Terminal Code	Select a Terminal ▾
Begin Period Date	10/1/2012 🔳
End Period Date	10/31/2012 🔳
Sequence	0
	Original session ▾

Create Session
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Close out the Record inserted menu

Right click on the row for the Manufacturer session that was added
From context menu, select Schedule Transactions

Select schedule type from dropdown list to add.
Next, click Add New Record

Enter all schedule information requested on the entry screen.
Click Insert to accept entry.
Some data will remain from the previous transaction to speed the entry process.

Schedule Code	1A: Gallons Sold For Export
Product Code	
Carrier	
Mode	
Destination	
Purchaser	
Date Sold	
Document Number	
Net Gallons	

Insert

If the entity information needed for the schedule transaction does not appear in the drop down box, stop and enter the entity in Business Entities. Complete the steps for entering a business entity **(page4)** and then return to the tax session and begin scheduling transactions again.

Once all information is inserted for the schedule type selected, click on the closed button (red X).
If additional schedules are needed for another schedule type, select schedule type from dropdown list.
Next, click Add New Record and enter the information. Once all schedules have been added for each load, click on the closed button.

1A: Gallons Sold For Export
- 1A: Gallons Sold For Export
- 1B: Gallons Exempt for US Government Sales
- 1C: Gallons Exempt for SC Dept Educ School Buses
- 1D: Gallons Sold for Other Exempt Sales
- 1E: Gallons Sold Blended with Dyed Fuels
- INT01: Ending Inventory
- INT02: Gallons Manufactured in South Carolina
- INT03: Gallons Sold in South Carolina (User Fee Collected)

Session Details

From the Tax Filing tab, select Tax Sessions

Right click on the row for the Manufacturer session that was added
From context menu, select Session Details

Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Click the X button to close

Click refresh several times

Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running

Group By | Filter | Refresh

items 1 to 1 of 1.

Until return status shows passed

Group By	Filter	Refre

Return Status
Passed

Right click on the row for the Manufacturer session that was added
From context menu, select View Tax Return

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment
Unfile Tax Return
Delete All Transactions
Delete Tax Session
Data File Upload

Review return

Original

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
MOTOR FUEL MANUFACTURERS MONTHLY RETURN
Mail To: South Carolina Department of Revenue,
Motor Fuel, Columbia, SC 29214-0133.

L-2195
(Rev. 3/13/12)
4351

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File Tax Return

From the Tax Filing tab, select Tax Sessions

Right click on the row for the Manufacturer session that was added
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer			10/01/2012	10/31/2012	0	11/22/2012		Passed
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter			08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed

Context menu:
- Schedule Transactions
- Transaction Validation
- Generate Return
- View Tax Return
- File Tax Return
- Create Amendment

Check the agree button
Click on Submit

File Tax Return

Filing Status:	Open
Tax Return:	Manufacturer
Terminal:	
Tax Session Date:	10/1/2012 - 10/31/2012
Filing Due Date:	11/22/2012
Return Status:	Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge
this submittal is treated as an official submittal to the State of
South Carolina. Submitting this tax return shall constitute the
signature of the submitter as if the tax return were actually signed.

☑ I agree to the conditions of this submittal.

Submit

Payment Information

The payment screen will be determined by the payment type selected on the registration document.

Enter the payment information requested.

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:
Filing Status:	Filed
Tax Return:	Manufacturer
Terminal:	
Tax Session Date:	10/1/2012 - 10/31/2012
Filing Due Date:	11/22/2012
Return Status:	NotStarted
Date Filed:	6/26/2012 2:54:10 PM
Return Tracking Number:	1217800005

* Please note the tracking number(s) for your records.

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Creating Amended Return

From the Tax Filing tab, select Tax Sessions from dropdown list
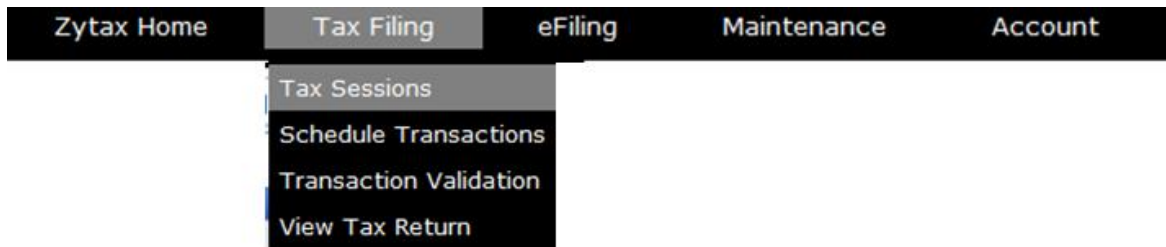
Change selection from "Open Tax Sessions" to "All Tax Sessions"
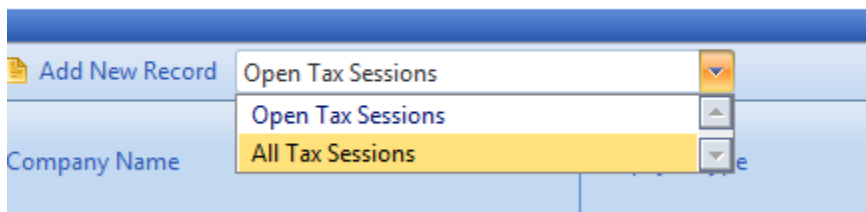
Select return session to be amended and click on the row to display the drop down menu.
Choose Create Amendment

Next, click Create Amendment

Company	584
Country	USA
Jurisdiction	SC
Taxpayer Type	MANF
Begin Period Date	10/1/2012
End Period Date	10/31/2012
	Amended session
Sequence	0
Filed Date	6/26/2012

Create Amendment

Record inserted

Record inserted.
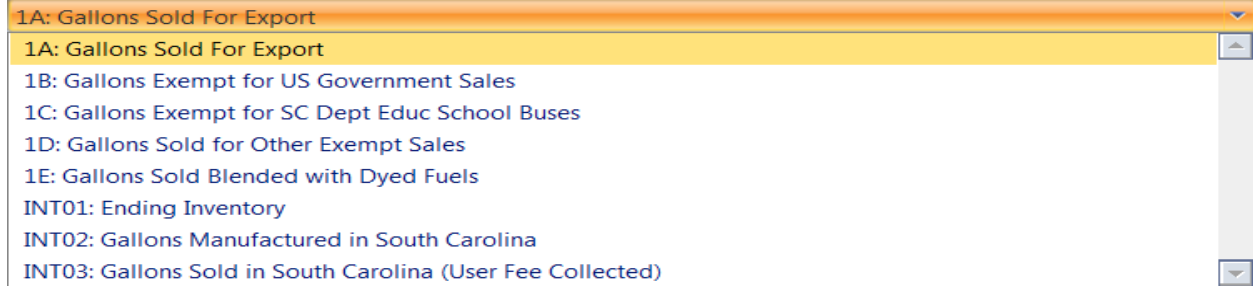
Company	584
Country	USA
Jurisdiction	SC
Taxpayer Type	MANF
Begin Period Date	10/1/2012
End Period Date	10/31/2012
	Amended session
Sequence	1
Filed Date	6/26/2012

Create Amendment

From the Tax Filing tab, select Schedule Transactions from dropdown list

Select schedule type from dropdown list to add.
Next, click Add New Record

1A: Gallons Sold For Export	▼
1A: Gallons Sold For Export	
1B: Gallons Exempt for US Government Sales	
1C: Gallons Exempt for SC Dept Educ School Buses	
1D: Gallons Sold for Other Exempt Sales	
1E: Gallons Sold Blended with Dyed Fuels	
INT01: Ending Inventory	
INT02: Gallons Manufactured in South Carolina	
INT03: Gallons Sold in South Carolina (User Fee Collected)	

Enter amended information
Click Insert
A schedule must be added for each load and each product type.

Schedule Code	1A: Gallons Sold For Export
Product Code	▼
Carrier	▼
Mode	▼
Destination	▼
Purchaser	▼
Date Sold	
Document Number	
Net Gallons	

Insert

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Once all amended information is inserted for that schedule type, click on the closed button.
If additional schedules are needed for another schedule type, select schedule from dropdown list to add.
Next, click Add New Record

1A: Gallons Sold For Export	▼
1A: Gallons Sold For Export	
1B: Gallons Exempt for US Government Sales	
1C: Gallons Exempt for SC Dept Educ School Buses	
1D: Gallons Sold for Other Exempt Sales	
1E: Gallons Sold Blended with Dyed Fuels	
INT01: Ending Inventory	
INT02: Gallons Manufactured in South Carolina	
INT03: Gallons Sold in South Carolina (User Fee Collected)	

Enter amended information
Click Insert
Once all schedules have been added for each load, click on the close button

From the Tax Filing tab, select Tax Sessions
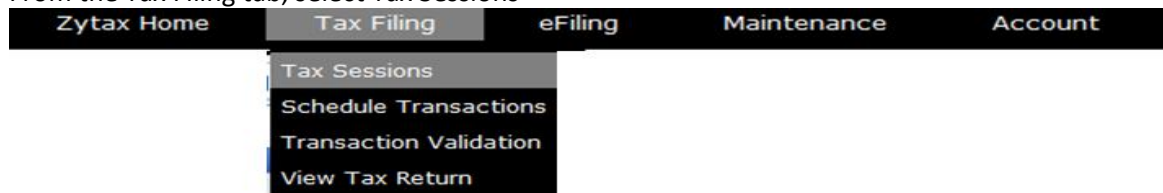
Right click on the row for the Manufacturer session that was added
From context menu, select Session Details

Select yes, which will include schedules
Click Save & Regenerate

The system will then show record updated

Session Details

Record updated.

Click the X button to close
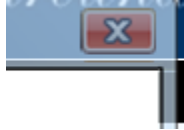
Click refresh several times

		↑↓ Group By	⏚ Filter	⟲ Refresh
Critical Schedule Errors	Return Generation Needed	Return Status
0	Yes	Running
		↑↓ Group By	⏚ Filter	⟲ Refresh
		items 1 to 1 of 1.

Until return status shows passed

Right click on the row for the Manufacturer session that was added
From context menu, select View Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer		1217800005	10/01/2012	10/31/2012	0	11/22/2012	06/26/2012	Passed
Manufacturer			10/01/2012	10/31/2012	1	11/22/2012		Passed
Manufacturer			1/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			1/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			1/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			1/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed

Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return

Review amended return

Amendment 1 Current

1350

STATE OF SOUTH CAROLINA
DEPARTMENT OF REVENUE
MOTOR FUEL MANUFACTURERS MONTHLY RETURN
Mail To: South Carolina Department of Revenue,
Motor Fuel, Columbia, SC 29214-0133.

L-2195
(Rev. 3/13/12)
4351

File Amended Tax Return

From the Tax Filing tab, select Tax Sessions

Right click on the row for the Manufacturer session that was added.
From context menu, select File Tax Return

Check the agree button
Click on Submit

Tax Return Confirm and filed

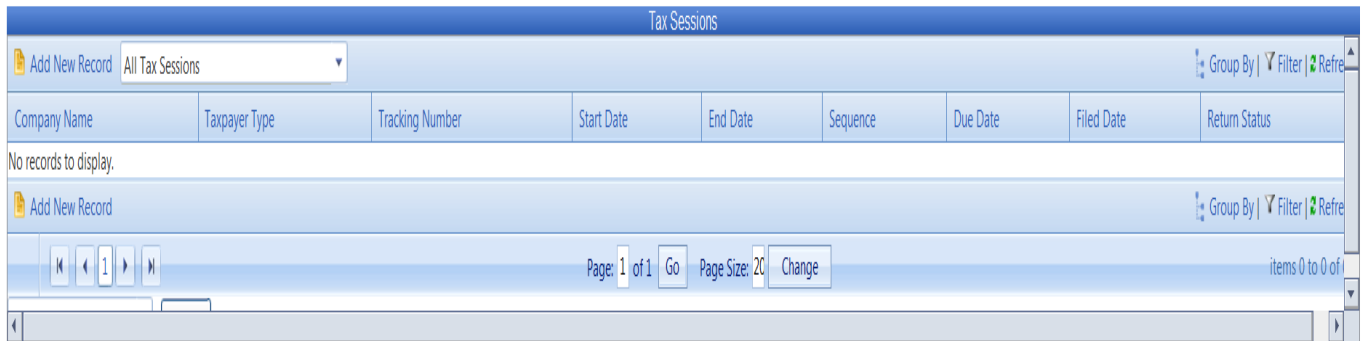* Please note the tracking number(s) for your records.

Filing a Zero Return
Click on the Tax Filing tab
Select Tax Sessions from dropdown list

Click Add New Record

Select the Manufacturer from Taxpayer Type dropdown list
Enter the begin period covered date for the return
Click create session

Close out the Record inserted menu

Right click on the period covered again and select Session Details from drop down list

Select no, which will not include schedules
Click Save & Regenerate

The system will then show record updated

Click the X button to close

Click refresh several times

Until return status shows passed
Right click on the row for the Manufacturer session that was added
From context menu, select View Tax Return
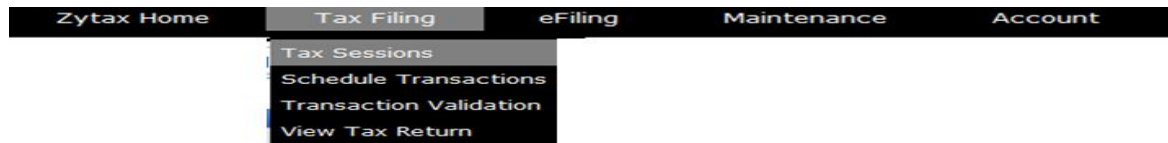

Review return

Next, File Tax Return
 From the Tax Filing tab, select Tax Sessions

Zytax Home	Tax Filing	eFiling	Maintenance	Account
	Tax Sessions			
	Schedule Transactions			
	Transaction Validation			
	View Tax Return			

Right click on the row for the Manufacturer session that was added
From context menu, select File Tax Return

Taxpayer Type	Terminal Code	Tracking Number	Start Date	End Date	Sequence	Due Date	Filed Date	Return Status
Annual Terminal Operator		1215900009	01/01/2012	12/31/2012	0	02/26/2013	06/07/2012	Passed
Manufacturer			10/01/2012	10/31/2012	0	11/22/2012		Passed
Manufacturer			09/01/2012	09/30/2012	0	10/22/2012	06/07/2012	Passed
Manufacturer			09/01/2012	09/30/2012	1	10/22/2012	06/12/2012	Passed
Transporter			09/01/2012	09/30/2012	0	10/22/2012	06/12/2012	Passed
Manufacturer			08/01/2012	08/31/2012	0	09/24/2012	06/07/2012	Passed
Transporter			08/01/2012	08/31/2012	0	09/24/2012	06/12/2012	Passed

Context menu:
Schedule Transactions
Transaction Validation
Generate Return
View Tax Return
File Tax Return
Create Amendment

Check the agree button
Click on Submit

File Tax Return

Filing Status:	Open
Tax Return:	Manufacturer
Terminal:	
Tax Session Date:	10/1/2012 – 10/31/2012
Filing Due Date:	11/22/2012
Return Status:	Passed

Electronic Acknowledgement
By checking the agreement and pressing 'Submit', I acknowledge
this submittal is treated as an official submittal to the State of
South Carolina. Submitting this tax return shall constitute the
signature of the submitter as if the tax return were actually signed.

☑ I agree to the conditions of this submittal.

[Submit]

Tax Return Confirm and filed

Tax Return Confirmation

Tax Return:

Filing Status:	Filed
Tax Return:	Manufacturer
Terminal:	
Tax Session Date:	10/1/2012 – 10/31/2012
Filing Due Date:	11/22/2012
Return Status:	NotStarted
Date Filed:	6/26/2012 2:54:10 PM
Return Tracking Number:	1217800005

* Please note the tracking number(s) for your records.